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| CHAPTER: <b>8</b>   | SECTION: <b>10</b>   | SUBJECT: <b>Environment of Care</b> |
| TITLE:<br><b>Fire Safety</b>  |  |                                     |
| EFFECTIVE DATE:<br><b>12-15-95</b>  | REVISED/REVIEWED DATE:<br><b>9/12/97, 2/5/02, 8/6/04, 11/1/05, 2/28/08, 1/26/12, 3/25/13, 3/17/14, 3/18/15, 4/21/16, 5/8/17, 7/13/18, 9/1/19; 10/01/2020; 05/01/2021, 01/03/2023</b> |                                     |
| ISSUED AND APPROVED BY:<br><br><br><p style="text-align: center;">EXECUTIVE DIRECTOR</p> |  |                                     |

**I. PURPOSE:**

To establish policy and procedures to minimize the risk of injury and/or loss due to fire.

**II. APPLICATION:**

To all Community Mental Health of Ottawa County (CMHOC) operated programs and contracted residential providers.

**III. DEFINITIONS:**

**Evacuation Scores (E-Scores)** - an assessment of the capability of consumers to evacuate a building in the event of a fire. An Emergency Plan system as described in the Life Safety Code developed by the National Fire Protection Association.

**Life Safety Code** - Standards developed by the National Fire Protection Association for the purpose of ensuring that the environment of the physical plant is designed to provide for the physical safety of personnel and service recipients.

**IV. POLICY:**

It is the policy of Community Mental Health of Ottawa County to comply with the local, state, and federal standards and codes in order to provide safe environments for services to persons served, volunteers, visitors and providers of Agency services.

It is also the policy that the Health and Safety Coordinator will develop, maintain, and monitor a Fire Safety Program which establishes network standards for fire drills, evacuation assessments, fire safety training, fire safety equipment, and documentation throughout the CMHOC network.

**V. PROCEDURE:**

1. The Fire Safety Program will delineate requirements across the CMHOC network for:
  - Fire Drills (tests of fire evacuation procedures)
  - Training in Fire Safety
  - Fire Equipment/Resources
  - Documentation Regarding Fire Safety/Emergencies
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2. Fire and Safety Evacuation Procedures: All CMHOC providers and residential providers are

expected to follow the following procedures during fire emergencies (as well as those specifically designed for their setting). These procedures are to be routinely “tested” during fire drills.

In the case of fire drill or fire emergency, the following procedures are to be followed:

- Any person who discovers a fire or smoke will pull the manual pull station (if available) or notify other building occupants in the most efficient manner available.
- Notify the Fire Department by dialing "911" from outside the building
- All staff are responsible for evacuating all consumers and visitors from the building via the nearest exit as indicated on the EXIT signs posted throughout the building.
- Close doors as you exit – but do not go out of your way to close doors not on your evacuation route. This will slow down the spread of the smoke allowing more time for safe evacuation.
- Supervisors or pre-designated staff are to “sweep” through the building to assure all visitors, guests, and other occupants have been successfully evacuated. All available staff are encouraged to assist as warranted or needed.
- Staff, consumers and visitors will be assembled at the designated location (frequently referred to as the "safe area") outside of the building. These are designated as safe places to congregate out of the way of fire rescue equipment and personnel.
- All building occupants should be accounted for at the meeting location. Any missing person(s) will be reported to the fire personnel upon their arrival.
- Staff should be polled to assure that all visitors have evacuated.
- ALL STAFF **MUST** respond to an emergency situation or drill situation; no one will be allowed to re-enter the building until Fire Department personnel have arrived on the scene and issued an "all clear".
- Document the fire emergency on the CMHOC Emergency Plan Test Evaluation form (attached).

### 3. Fire Emergency Information

In case of an actual fire, the following procedures should be used by all individuals. These actions do not need to be practiced during fire drills:

- If trapped in a windowless room, stay near the floor where there is less smoke and more oxygen. If a window is present, open it top and bottom and keep your face at the bottom opening for fresh air intake.
- Feel every door with your hand. If the door is hot, do not open it. If the door is cool, open it slowly and stay behind it; if you feel heat or pressure coming through the doorway, shut the door immediately.
- Do not try to penetrate smoke-filled halls unless absolutely necessary. Seek another way out.
- If you must penetrate smoke-filled areas, stay near the floor where air is better. Take short breaths; breathe through your nose; cover face with handkerchief or towel if possible.
- In the event that your own clothing catches fire, follow these procedures:
  - Don't panic.
  - Cross your arms over your chest so that your hands touch your shoulders.
  - Drop to the floor and roll over and over slowly.

- If possible, wrap yourself in a coat or a rug or curtains and roll on the floor.
- In the event that someone else’s clothing catches fire, follow these procedures:
  - Get him/her onto the floor.
  - Smother the fire with a rug, clothing, or heavy curtains.
  - Spray with extinguisher, if available. Keep spray away from face.
- When fire is out, do not pull clothing away from skin. Treat victim for shock and call for emergency help as needed.

4. Fire Drills

The Building Managers in cooperation with the Health and Safety Coordinator and/or Ottawa County Emergency Services (or their designee) are responsible for determining the date of the drill according to the schedule delineated in the Fire Safety Program. The results of all drills are documented on the CMHOC Emergency Plan Test Evaluation form (see Attachment). The goal is to evacuate the facility within 3 minutes. Evacuation times exceeding five minutes are considered a “failed” and the drill must be repeated after corrections/ improvements have been made to reduce evacuation time. Results of fire drills are used to evaluate the Fire Safety Program and to revise the program as necessary.

5. Maintenance of Fire Equipment

Fire equipment shall be inspected by contracted professionals in the specified area of expertise and monitored by the Health and Safety Coordinator and/or Building Designee as well as Ottawa County Building & Grounds Department as specified in the Fire Safety Program.

6. Use of Power Strips

- a. Power Strips shall be:
  - Three-wire grounded;
  - A minimum of 16 gauge; and
  - SO/SJ/SBT/SJT hard usage cords.
- b. Power Strips shall not be used:
  - Where cords might present a tripping hazard;
  - Through windows or doorways; or
  - When coiled in use.

7. Portable Heating Devices

**The use of any type of portable heating device is not permitted on any Community Mental Health of Ottawa County site unless there is a documented medical need that is supported by a doctor’s order. Any portable heating device that is allowed in this situation will have an automatic shut off feature.**

8. Per County policy, smoking, e-cigarettes, and all other tobacco use is strictly prohibited in any County run or leased facility and grounds.

9. The use of open flames is to be avoided inside the facility. Use of open flames (e.g. candles, fires, propane or charcoal grills) should be limited to at least 8 feet away from all structures and only under strict supervision by staff. Ready access to fire extinguishment tools should be available.

VI. ATTACHMENT:  
CMHOC Emergency Plan Test Evaluation form

CMHOC Fire Safety Program

**VII. REFERENCE:**

The Michigan Department of Mental Health Standards for Community Mental Health Services  
DMH Administrative Rules  
CARF Behavioral Health Standards Manual  
Life Safety Code  
National Fire Protection Association  
CMHOC's Health & Safety Management Plan.